



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: July 2, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Judi Hernandez, (916) 324-7256

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5157-702
051-220-5393-xxx

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of a Staff Services Manager I in the California Leave Accounting System (CLAS) Unit, the incumbent will perform analytical duties associated with the operation of the statewide system including ongoing system training, customer support, maintenance and enhancement.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Duties include but are not limited to the following:

- Conduct statewide training for departments and campuses on the California Leave Accounting System (CLAS);
- Coordinate the conversion training of departments/campuses new to the CLAS; conduct any other training as necessary (some travel is required);
- Plan and schedule training classes based on needs assessment submitted by departments/campuses;
- Provide customer support via the Leave Accounting Liaison customer service phone;
- Review and analyze changes to state policies and procedures as well as proposed legislation and advise management on the potential impact to the CLAS;
- Consult with departmental officials in regards to policy or procedural matters;
- Develop procedures and policies based on state policy changes due to collective bargaining, legislation, etc;
- Develop forms and make necessary updates to the CLAS Manual and/or Workbooks;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Prepare correspondence in the form of Leave Accounting Letters and procedures specific to departments; and
- Perform research and create ad hoc reports to gather and analyze CLAS data.

Desirable Qualifications:

- Experience using the California Leave Accounting System (CLAS);
- Excellent interpersonal and customer service skills;
- Strong analytical skills;
- Ability to manage multiple projects;
- Ability to follow instructions;
- Ability to adjust priorities and meet deadlines;
- Knowledge of software applications such as Microsoft Word, Excel and Outlook; and
- Good attendance.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor
Sacramento, CA 95814

Attn: Judi Hernandez